Annual Salary Review Quick Reference for the Administrator Role
-SRS Annual Salary Review-

Select the Department for Review:

- From the SAP menu open the folder: **Role Z_HRASR_DEPARTMENT.** (Administrator Role)
- Select: **ZASR – Annual Salary Review Overview**.
- Click the **Matchcode** button (on a MAC) to select **Fiscal Year/Cycle/Step**. The year changes each cycle year.
- Select either the **SRT** (technical) or **SRA** (administrative**)** review.

Note: If you know the **SAP Org. Unit number** you may enter it directly in the **Org. Unit** field.

- Click the **Matchcode** button (on a MAC) to search for a SAP **Org. Unit**.

*Tip: See the **Matchcode Search Quick Card** if you do not know the specific number and need assistance.*

- Click the **List ASR** button.
- The **Status** field is right next to department name.

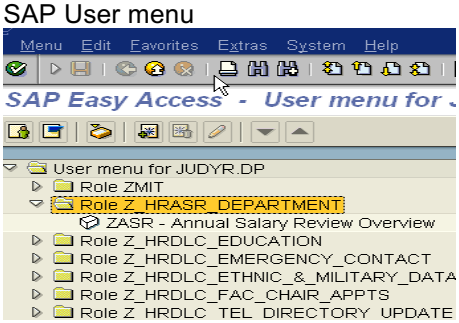
Note: You are looking for the **Released** status.

New	Created by Compensation Office.
Released	The Approver completed initial review and *saved & released* the ASR data for the DLC Administrator.
Submitted	The Administrator has completed their review and *saved & submitted* the data in SAP.
Approved	The Approver has completed their final review of the ASR data and *approved* it.
Activated	Compensation Office activated the ASR data in SAP and it can be seen by HR and Payroll as soon as it is activated.

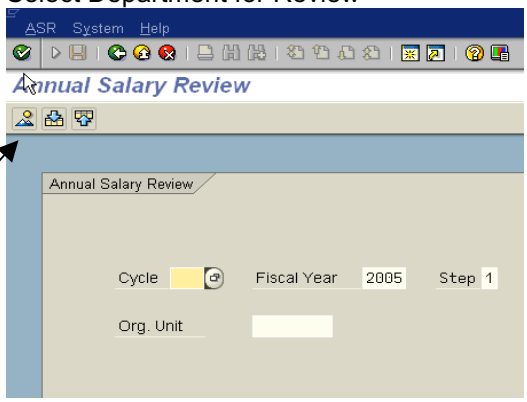
- Double click on the **Department** field to see the ASR amounts at the employee level.

Note: The window lists the department's employees who are eligible for the ASR. **To sort or change the layout, refer to the Quick Card on Changing/Saving Layout.**

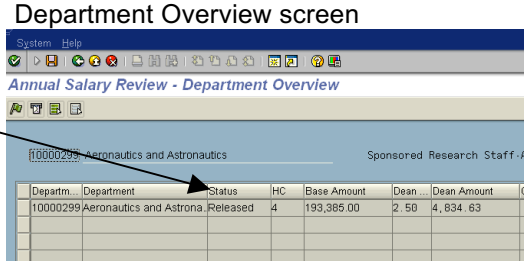
SAP User menu



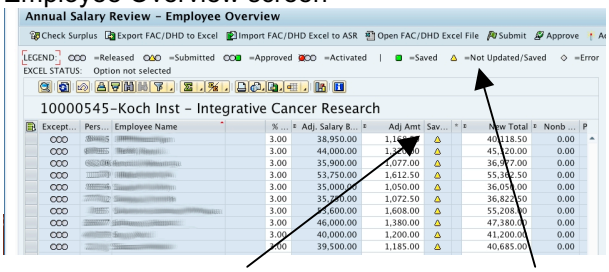
Select Department for Review



Department Overview screen



Employee Overview screen

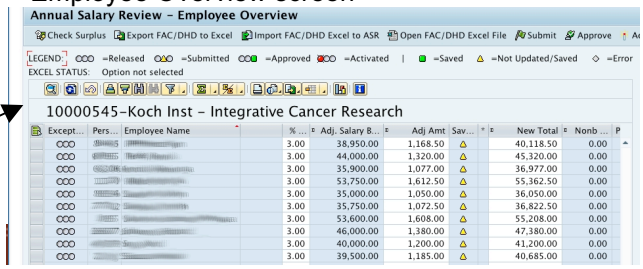


New Column called Saved has been added in respons to departments concerns about not knowing whose recc they had changed prior to submitting. The column has a yellow triangle to indicate an employee's record has not been updated or saved. When you make a change to th record and save it the yellow triangle becomes a green circle. This helps departments to know where they left o the last time they worked on the review.

Making Adjustments: Employee Overview screen

- Make a change to <u>either</u> the **%**, **Adjustment Amount,** or **New Total** for an employee. **Note:** These three columns are connected, so changing the number in any one column will dynamically change the other two, after you press Enter.
- After making a change, press the **Enter** key.
- Click the **Save** button.
- Click the **Select All** button to select all employee records.
- Click the **Save** button.

Employee Overview screen



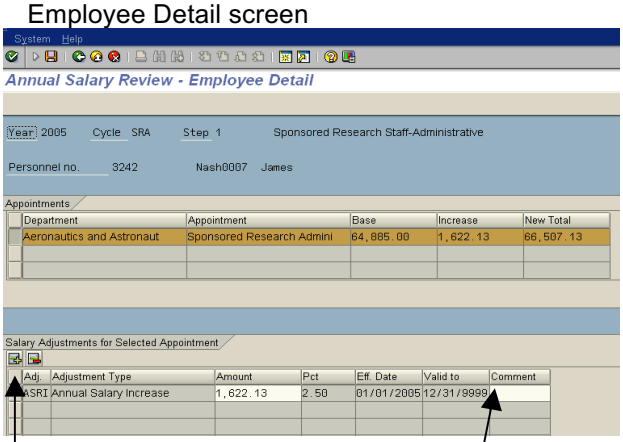
Making Adjustments: Employee Detail screen

- Double click on **the employee name** field to view the **Employee Detail** screen.

<u>To Remove an employee from the list</u>: Click the **Matchcode** button in the **Comment** Field.

- Double click on **your comment choice** from the **Hit List**.
- Click the **Enter** key.
- Click the **Save** button.
- Click the **Back** button to return. *If you are ready to return to the Employee Overview screen.*

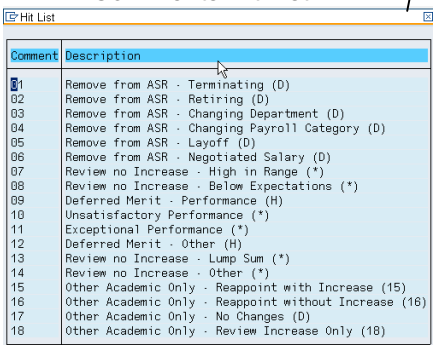
Employee Detail screen



Insert & Delete Line buttons



Comments Hit List

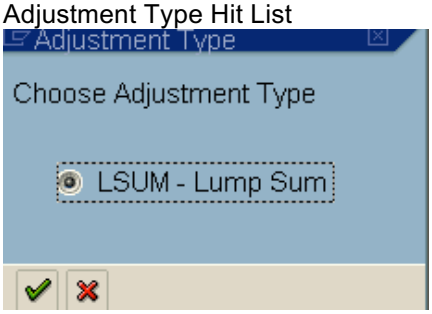


Note: That the **Adjustment Amount** field for that employee is **0.00**. *The ASR Pool will decrease; the money can not be re-allocated.*

<u>To add a Lump Sum</u>:

- Click the **Insert Line** button on the **Employee Detail** screen.
- Click the **Enter** button on the **Adjustment Type Hit List**.
- Enter the correct **amount** in the **Lump Sum Line**.

Adjustment Type Hit List



Note: *The Lump Sum is a one time payment and does not affect the New Total for the employee.*

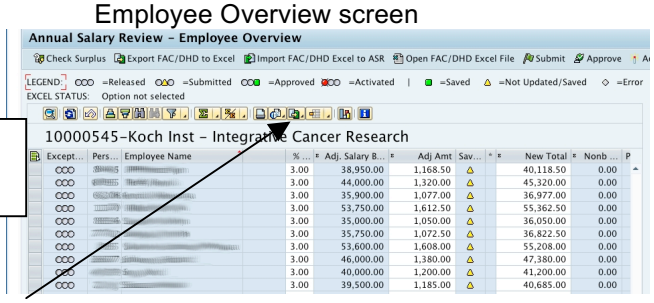
- Click the **Save** button.
- Click the **Back** button to return. *If you are ready to return to the Employee Overview screen.*

What If Scenario in Excel: provides an option to use %

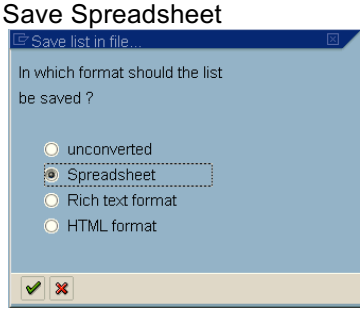
Note: You can download the employee data to an Excel spreadsheet (before making adjustments in SAP). The final dollar increase amounts must be entered & saved & submitted in SAP.

- From the **Employee Overview** screen click the **Export** .
- Select the **Local File** option.
- Select **Spreadsheet**.
- Click **Enter** button.
- Enter a **File name. save as .xls**
- Click the **Generate** button.
- Go to the **Local File** and open the **Spreadsheet**.

Employee Overview screen



Save Spreadsheet



Transfer Data to Local File



Excel Spreadsheet Formatting:

- Delete the **1st** & **2nd** blank columns.
- Insert **3 columns** to the left of **column D**.
- Enter the following **column headings** in **bold text**.

D: **What if %** E: **What if Adj Amt** F: **What if Total**

- Resize the columns.

Note: To re-size columns click on the box in upper right corner (above the #1) and select spreadsheet. Then place your cursor between column A & B and double click.

- Enter the following formulas in columns **E** & **F** to calculate **the What if Adjustment Amount & What if Total**:

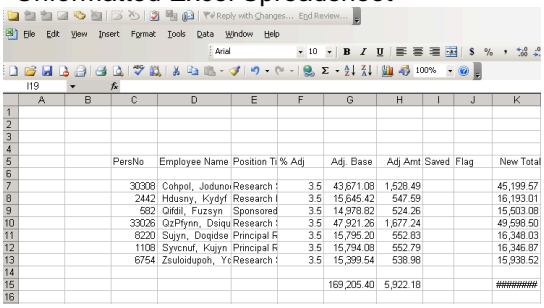
Column E: **=D#/100*H#** Column F: **=E#+H#** **(#=row number)**

Note: Column E should show zeros and column F should show the Adjustment Base from column H.

- Enter a formula for the **Total What if Adjustment Amount** in **column E**: (On the same row as the totals for H, I, & L)

How To: Click in the cell in column F in the total row.
Choose **Insert ►Function**. In the pop-up window choose **SUM**. In the next pop-up window, check that **E7: E#** defaults in the Number 1 field, if not fix the data. Click **OK. Can use Auto Sum**

Unformatted Excel Spreadsheet



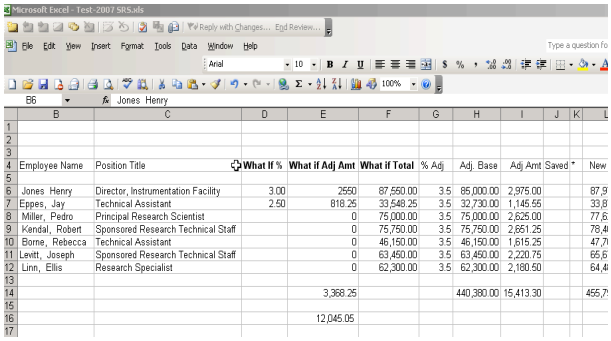
	PersNo	Employee Name	Position Ti	% Adj	Adj. Base	Adj Amt	Saved	Flag	New Total
7	30308	Cohpol, Jodunor	Research :	3.5	43,671.08	1,528.49			45,199.57
8	2442	Hdusny, Kydyf	Research I	3.5	15,645.42	547.59			16,193.01
9	582	Qifdil, Fuzsyn	Sponsored	3.5	14,978.82	524.26			15,503.08
10	33026	QzPfynn, Dsiqu	Research :	3.5	47,921.26	1,677.24			49,598.50
11	8220	Sujyn, Doqidse	Principal R	3.5	15,795.20	552.83			16,348.03
12	1108	Syvcnuf, Kujyn	Principal R	3.5	15,794.08	552.79			16,346.87
13	6754	Zsuloidupoh, Yc	Research :	3.5	15,399.54	538.98			15,938.52
14									
15					169,205.40	5,922.18			#########

Formatted Excel Spreadsheet

- Enter a formula to calculate the **Remaining Allocation Amount** in **column E** below the **Total What if Adjustment Amount**.

Total Adjustment Amt – Total What if Adjustment Amt = Remaining Allocation Amt

=I#-E#



Employee Name	Position Title	What If %	What if Adj Amt	What if Total	% Adj	Adj. Base	Adj Amt	Saved	New
Jones Henry	Director, Instrumentation Facility	3.00	2550	87,550.00	3.5	85,000.00	2,975.00		87,9
Eppes, Jay	Technical Assistant	2.50	818.25	33,548.25	3.5	32,730.00	1,145.55		33,8
Miller, Pedro	Principal Research Scientist		0	75,000.00	3.5	75,000.00	2,625.00		77,6
Kendal, Robert	Sponsored Research Technical Staff		0	75,750.00	3.5	75,750.00	2,651.25		78,4
Borne, Rebecca	Technical Assistant		0	46,150.00	3.5	46,150.00	1,615.25		47,7
Levitt, Joseph	Sponsored Research Technical Staff		0	63,450.00	3.5	63,450.00	2,220.75		65,6
Linn, Ellis	Research Specialist		0	62,300.00	3.5	62,300.00	2,180.50		64,4
			3,368.25			440,380.00	15,413.30		455,7
			12,045.05						

Submitting the ASR Data:

Note: After the Adjustment Amount changes have been *completed and saved in SAP*, the ASR data needs to be submitted back to the Assistant Deans for review and approval.

- From the SAP menu open the folder: **Role Z_HRASR_DEPARTMENT.** (Administrator Role)
- Select: **ZASR – Annual Salary Review Overview**.
- Click the **Matchcode** button (on a MAC) to select **Fiscal Year/Cycle/Step**.

Note: You need to submit both the SRA & the SRT reviews.

- Click the **Matchcode** button (on a MAC) to search for a SAP **Org. Unit**.

*Tip: See the **Matchcode Search Quick Card** if you do not know the specific number and need assistance.*

- Click the **List ASR** button.
- Double click on the **Department** that you want to **Submit.**

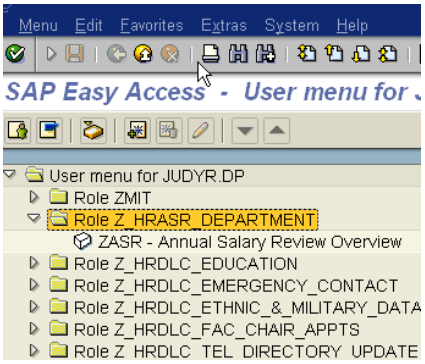
Note: Once the data is submitted changes to the amounts can only be made by the Assistant Deans.

- Click the **Select All** button to select all employee records.
- Click the **Submit** Submit button.

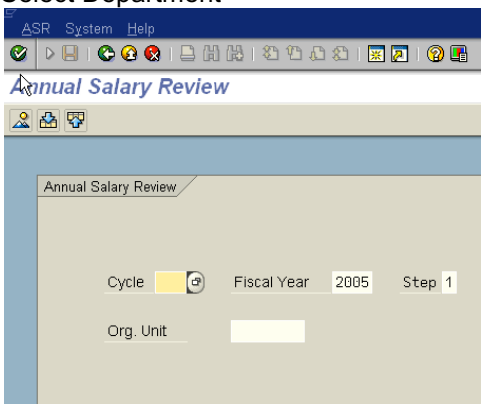
Note: the Exception column for each employee displays the "yellow light". <u>You can submit one employee at a time.</u>

- Click **Back** button. You return to the Departmental Overview screen.

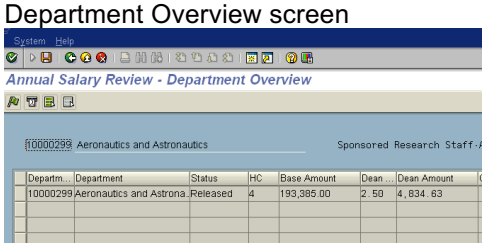
SAP User menu



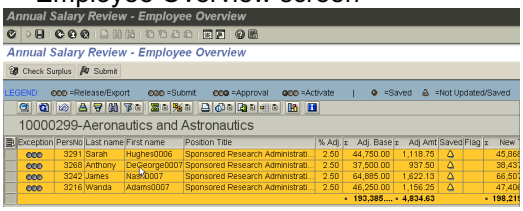
Select Department



Department Overview screen



Employee Overview screen



Note*:* That the **Status** has changed to **Submitted** on the Department Overview screen.

Department Overview screen

